

Application for Operations Management Internship

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the Operations Management Internship position at [Company's Name], as advertised on [Where You Found the Internship Listing]. I am currently a [Your Year, e.g., junior] at [Your University] majoring in [Your Major] and am eager to apply my skills in a practical setting.

Through my coursework and projects, I have developed strong analytical and problem-solving skills that are essential for operations management. I am particularly drawn to [specific aspect of the company or its projects], and I believe my background in [relevant skills or experience] aligns well with the goals of your team.

I am excited about the opportunity to contribute to [Company's Name] and to further develop my expertise in operations management. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

[Your Name]